



Coral Beach Farms is the northernmost large-scale cherry producer in North America. We grow premium cherries along the shores of Okanagan Lake in the renowned Okanagan Valley of British Columbia, Canada. Our cherries are all hand packed in our state of the art facility, located right on our farm and shipped to our customers worldwide.

Job Title:	Inventory Control	Start Date:	July
Department:	Shipping Cooler	Reports to:	Logistics & Operations Managers
Job Purpose			
To record and monitor inventory entering the cooler from the packing line.			
Job Responsibilities			
<ul style="list-style-type: none"> • Maintain precise records of running inventory levels within a busy packing line • Assure data is promptly entered and accounted for in the inventory control system • Continually check incomplete orders to ensure their inventory level is current to avoid packing over or under specified order amount • Take part in Health and Safety training 			
Job Tasks & Activities			
<ul style="list-style-type: none"> • Keep accurate inventory of all palletized product leaving the packing line. • Work with corporate accounting and logistics managers to rectify anomalies. • Balance stock in cooler with online inventory system daily to ensure accuracy 		<ul style="list-style-type: none"> • Responsible for the packed vs palletized daily reports matching • To assist shipper, cooler manager, logistics and sales departments when needed • Ensuring any quality or maintenance issues are dealt with immediately 	
Skills & Qualifications			
<ul style="list-style-type: none"> • High school diploma or equivalent education with fluent in English and neat legible writing • Exceptional attention to detail and above average mathematical/organizational skills • Accounting or business admin studies/background would be preferable but not essential • Must be in good general health and able to stand for extended periods of time • Must be a flexible team player who works well in a busy and demanding environment 			
Working Conditions			
<p>Our working environment is extremely demanding over a short time period. Applicants should be aware that:</p> <ul style="list-style-type: none"> • This is a farming environment and days off may be extremely limited during our picking season • Work hours are not calendar based, but are dependent on crop maturity and weather • Work hours are generally at least 60 hours per week and can be longer • As agricultural employment that overtime provisions do not apply for these positions <p style="text-align: center;">Applicants must be available from late June until early to mid-September</p> <p style="text-align: center;">Applicants must be willing to work either mornings or afternoon shifts (5:30am-4:30pm / 5pm-3:45am)</p>			
Performance Measures (Factors defining success)			
<ul style="list-style-type: none"> • Success is based on the success rate of the team • Ability to work well with others 		<ul style="list-style-type: none"> • Punctuality and attendance • Maintaining current & accurate inventory data 	
Job Category:	Plant	Location:	Lake Country
Employment Status:	Seasonal – Full Time	Manages Others:	Yes
Hourly Wage:	\$15 - \$17/hour based on skills or studies		
Approved by:	David Geen	Date Approved:	May 10, 2018

